



**Policy:** 4240  
**Procedure:** 4240.02  
**Chapter:** Specialized Treatment Programs  
**Rule:** Substance Use Disorder (SUD)  
Treatment Program Referral and Admission

3/12/22  
**Effective:**  
**Replaces:** N/A  
**Dated:** N/A

### Purpose:

The Arizona Department of Juvenile Corrections (ADJC) maintains Chemical Dependency Treatment Units for juveniles most severely affected by Chemical Dependency.

### Rules:

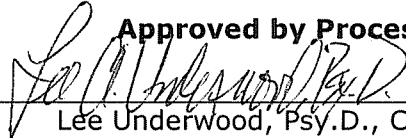
1. Admission Criteria: The **RAC COORDINATOR** may admit a juvenile to the Chemical Dependency Treatment Units who meets the following criteria:
  - a. The juvenile is dependent on at least one chemical;
  - b. The juvenile meets one of the following severity factors:
    - i. The juvenile meets five or more of the Diagnostic and Statistical Manual of Mental Disorders-IV-Text Revision (DSM-IV-TR) diagnostic criteria for dependence;
    - ii. The juvenile has been diagnosed with three or more SUDs (abuse or dependence, including the disorders that are rule outs [R/O]).
  - c. The juvenile meets one of the following complicating factors:
    - i. Substance use is the primary factor in the juvenile's offending behaviors;
    - ii. Substance use is life or health threatening;
    - iii. Substance use intensifies a mental health problem.
  - d. Juvenile does not have the following exclusion indicators:
    - i. Unable to attend groups;
    - ii. Thoughts and speech are unclear (psychotic or manic);
    - iii. Manic or psychotic behavior problems present.
2. Referral/Acceptance Process:
  - a. Reception, Assessment, and Classification (RAC):
    - i. The **RAC PSYCHOLOGIST OR DESIGNEE** shall screen and assess each incoming juvenile for the presence of an SUD in accordance with Procedure 4200.00 Behavioral Health Screening and Assessment and Procedure 4200.12 Substance Use Classification;
    - ii. **RAC UNIT PERSONNEL** shall hold a clinical placement staffing;
    - iii. The **RAC COORDINATOR** shall complete the SUD Classification Check List;
    - iv. The **RAC COORDINATOR** shall place the juvenile who is classified as SL1 in a Chemical Dependency Treatment Unit;
    - v. If capacity limitations exist, the **RAC COORDINATOR** shall triage the juvenile for placement by the clinician's assessment of juvenile's readiness to change.
  - b. Other Unit than RAC:
    - i. The **PSYCHOLOGY ASSOCIATE (PSA)** shall submit a referral packet to the Chemical Dependency Treatment Unit PSA. The referral packet shall contain:
      - (1) Completed referral form;
      - (2) Brief (but standard) written psychological evaluation;
      - (3) Updated Criminogenic and Protective Factors Assessment (CAPFA) Mental Health and Drug and Alcohol Domains;
      - (4) Current Continuous Case Plan (CCP) with identified SUD problem;
      - (5) Copies of the last three months of:
        - (a) Incident Reports;
        - (b) Separation reports (Youthbase);
        - (c) Psychiatric and clinical progress notes.

- ii. The **CHEMICAL DEPENDENCY UNIT PSA** shall review the referral and make a determination within three business days:
    - (1) The **PSA**:
      - (a) Shall schedule an evaluation staffing;
      - (b) May interview the juvenile face to face.
    - (2) The **YOUTH PROGRAM OFFICER III (YPO III)** shall gather collateral information;
    - (3) The **CHEMICAL DEPENDENCY UNIT PSA** shall consult with the Psychologist/Clinical Lead and/or Psychiatrist about a juvenile with co-occurring disorders;
    - (4) After the staffing the **PSYCHOLOGIST/CLINICAL LEAD** shall communicate the decision to the referring Psychologist.
  - iii. If the juvenile is accepted, the **RAC COORDINATOR** shall coordinate movement to the treatment unit;
  - iv. If the juvenile is denied, the **PSYCHOLOGIST/CLINICAL LEAD** shall:
    - (1) Communicate directly to the referring Psychologist, Superintendent, Assistant Superintendent, and RAC Coordinator;
    - (2) Provide a written summary with the reason for the denial; and
    - (3) Provide alternative treatment recommendations to the referring Multidisciplinary Team.
3. Right of Appeal.
- a. The **ASSIGNED PSA**:
    - i. May appeal the denial decision through the Substance Abuse Treatment Coordinator (SATC);
    - ii. Shall state the reason for appeal in an email.
  - b. The **SATC** shall:
    - i. Hold the review in three business days with the psychologist and/or psychiatrist and the Superintendent or designee for the juvenile with co-occurring disorders;
    - ii. Consult with Clinical Services Administrator as needed;
    - iii. Communicate the decision to the psychologist or clinical lead following the review;
    - iv. If the decision is to place the juvenile in the Chemical Dependency Treatment Unit, coordinate movement through the RAC Coordinator.

Signature Date

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Approved by Process Owner

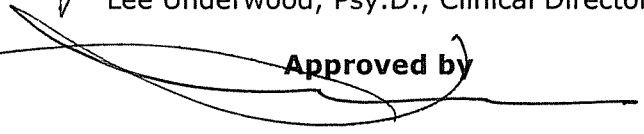


Lee Underwood, Psy.D., Clinical Director

Effective Date

3/12/08

Approved by



Michael D. Branham, Director